

Town of Rowe – FY2012
Board of Selectmen - Minutes
Tuesday, March 27, 2012 – 6:00pm
Rowe Town Hall

Call to Order: The meeting was called to order by Chairman Abbott at 6:08pm. The meeting was called to work on the FY2013 budget.

Present: Chairman Noel Abbott and Selectmen Paul McLatchy III and Bob Clancy

Package from Treasurer: Marilyn Wilson delivered a package to the Selectboard from Treasurer Heidi Cousineau. It will be addressed at the end of the meeting.

School Paving Project: \$60K was appropriated at FY2012 ATM for this project. Joanne Blier has prepared the bid package, but it has not been published yet. There was discussion of deferring project until next year; however, it was agreed to move forward and bid the project. Chair Abbott will inform Joanne Blier. The contract will be signed by both the Selectboard and the School Committee.

School Window Project: Funds (\$119,500) have been earmarked in the CIP for window replacement at the school in FY2013. If the school applies to MSBA for partial funding (37%), then the town needs to first appropriate funds to have a feasibility study done and the schematic design prepared. Bob Clancy will contact Katie Timmons at MSBA to confirm the process and to get a ballpark figure on the cost of a feasibility study/schematic design.

CIP: The Selectboard voted unanimously (3/0) to have Ms. Miller clean up the CIP spreadsheet, taking out extraneous numbers, and adding a preamble page of instructions asking for more accurate information, estimates and details each year. Following items were discussed.

- **School Windows:** May change \$119,500 to lesser number for feasibility study/schematic design. Deferred pending information received (see item above).
- **Thermal Imaging Camera:** Awaiting confirmation of \$10K from Fire Dept.
- **TH ADA Access:** Checking to see if MIIA grants available.
- **DPW Full Depth Reclamation:** Agreed to defer \$50K one year. Selectman McLatchy will work with DPW Supt. Jim Taylor on this.
- **DPW Oil Furnace:** \$16,390 deferred to next year. Perhaps a pellet stove, or a GARN?
- **Mack Truck:** OK to proceed with \$173,891 for FY2013.
- **80kW Solar Array:** Defer to next year. Research to see if new items can be purchased via current CIP.
- **Park Play Structure:** \$23,878...request details/photos/estimates from Park Commission.
- **Park Potter Brook Bridge:** Defer to end of meeting.
- **Park Mower:** \$3,478 OK to proceed for FY2013

Town Nurse Hours for FY2013: A petition was received from the BOH asking that the following article be included in the annual town meeting warrant:

"To see if the Town will vote to raise and appropriate the sum of \$7,860.00 for the services of a town nurse to keep the Health Services office open three eight-hour days a week."

The Selectboard voted unanimously (3/0) to place on the ATM warrant the \$41,983 amount submitted in the BOH budget request for the town nurse wages for FY2013.

Treasurer's Cash Reconciliations: Chair Abbott will email Treasurer Heidi Cousineau asking her to email electronic copies of all monthly cash reconciliations to the Selectboard and Town Accountant Ellen Miller, and to also send in signed hard copies of the reconciliations, and to bring in a completed *Treasurer's Quarterly Cash Report* for the period ending June 30, 2011, by 2:00pm tomorrow afternoon.

New Accounting Software: Ms. Miller disseminated a spreadsheet of potential software/options. Chair Abbott stated that he would like to have presentations by VADAR, SoftRight and FRCOG. The state's cloud option is not viable at this time. Both Selectmen McLatchy and Clancy stated they were not in favor of using FRCOG as they do

not want to cut jobs at the town hall. They did state that neither of them had time to do the background leg work on reviewing the different options. It was agreed that Chair Abbott, Ellen Miller, Sandy Daviau and Heidi Cousineau would review software options. All information will be sent electronically to Selectboard members.

STM for Accounting/Payroll Software: It was agreed to hold an STM on April 24th at 6:30pm to seek an appropriation for new accounting and payroll software.

Change Treasurer to Appointed Position: There was discussion concerning changing the Treasurer's position from elected to appointed. Selectman McLatchy stated he wanted no part in this. No further discussion ensued.

FY2013 Diesel, Gasoline, #2 Fuel Oil Bids: At the recommendation of Ellen Miller and Jim Taylor the Selectboard voted unanimously (3/0) to authorize FRCOG to bid our FY2013 diesel, gasoline and #2 fuel oil; and signed the appropriate authorization form. The FRCOG fee for bidding is \$150 for each commodity. Ms. Miller will supply the authorization form and pertinent information to FRCOG.

FY2013 FRCOG Highway Products and Services Bids and Contracts: At the recommendation of Jim Taylor the Selectboard voted unanimously (3/0) to have FRCOG bid and contract highway products and services for FY2013. This covers winter road sand and salt to be bid/awarded in the fall, and street sweeping to be bid/awarded next January for March. Authorization form was signed and will be forwarded to FRCOG. There is a separate cost for bidding each commodity. If all commodities are bid with FRCOG the cost will be \$903.

FCCIP FY2013 Assessment: Notice was received from FCCIP that our FY2013 assessment has been dropped from **Building \$4224, Plumbing/Gas \$2827, and Wiring \$1435 (for a total of \$8,486) to a flat fee of \$3500** for all programs. This is due to a major change in their way of doing business, as well as a \$2000 waiver they are giving very small towns. Heretofore, they collected fees from applicants and returned them to all towns. Under the new process to take effect July 1, 2012, they will keep all fees. This allowed them to reduce assessments to towns. This will mean that Rowe residents will have to pay for all permits effective July 1, 2012. At present, they are returned to applicants after the town receives the fees from FCCIP each month.

Candidates' Night: It was agreed to hold a Candidates' Night on Thurs, May 10th at 6:30pm at Rowe School.

MV Excise Refunds: The Selectboard voted unanimously (3/0) to approve MV excise refunds for EMKay Inc Trust \$483.75 (moved to another state), C Silva \$48.96 (sold vehicle), E Miller \$42.50 (traded vehicle), C Silva \$32.29 (traded vehicle), R Silva \$35.94 (traded vehicle).

Next Budget Meetings: Budget meetings will be held Wed, April 4th at 6pm and Thurs April 12th at 6:30pm.

Adjournment: The Selectboard voted unanimously (3/0) to adjourn the meeting at 8:30pm.

Respectfully submitted,
Ellen B. Miller, Town Coordinator

Approved:



Noel R. Abbott, Chairman



Paul McLatchy III



Date Approved

Robert J. Clancy

Attachments:

- Agenda
- :Petition re town nurse hours
- N Abbott email to Treasurer re cash reconciliations, etc.
- Accounting software spreadsheet
- FRCOG FY2013 bid authorization forms (2)
- FCCIP FY2013 assessment change
- MV Excise Refunds